FTNGD-OS/OTD/AT COVER SHEET (APPROVAL CHECKLIST)

TO BE CHECKED OFF BY HRO	*Servicemember (SM) should review and/or fill out this column below.*
	TOUR REQUEST FOR FY:_____ **SERVICE MEMBER RANK & NAME:** _____
	1. **DA Form 1058-R** -Filled out by SM and Unit. -SM signs in blocks 21 and 23. -Commander signs block 34e. -Records Custodian (Unit Administrator) signs block 35a. *(Verifying SM is medically fit, all admin data is correct and the commander signed form.)* *ARNG Form 1058-1R* (for those approaching 17 years AFS or more during the requested set of orders)
	2. **ETS/MRD** cannot be within 6 months of FTNGD start date, unless waived by TAG. ETS/MRD: _____
	3. **Last 31 day break**. *(Verified by **ORDERS QUERY**– the last 31 days or more SM was not on any order to include, AT, MOB, Schools, etc.)* _____ (End date of break). Attach signed memo with planned break, if >4 years since last 31-day break.
	4. MEDPROS **IMR** Record reflects: -PHA within 12 months of order start date _____ (date of last PHA) -HIV within 2 years of order start date _____ (date of last HIV), Attach copy of DA 3349 (profile), if 3 or 4 in PULHES _____ (PULHES). *Profile must be adjudicated by MAR2 or PDES and found fit for retention.* SMs on temporary profile are not eligible for orders. -MRC _____.
	5. **NGB 23B, RPAS** – SM verifies all service time is accurate.
	6. **DA 705** must reflect passing APFT within 6 months *and* HT/WT of FTNGD-OS order start date. Attach DA 5500/5501, if applicable.
	7. SM cannot be Flagged.
	8. **FTNGD-OS Information Brief** - SM and *approved* MACOM representative must sign. *(MACOM representative is always SM's MACOM AO or an HRO underline{approved} delegate.)*
	9. Is the SM a Technician? ____YES or ____NO If Tech, is copy of SF52 (resignation) or HRO approval memo attached? M*ust be at least one-day break from termination prior to orders start date.*
colspan	-MACOM representative should submit complete packet in one PDF scan (not portfolio view) to ng.ut.utarng.list.hro-agr-milpers@mail.mil via email or hard copy to HRO (no packets through SIBx Hub). Packets not in compliance will be returned. -HRO representative will reply via email with packet approval/disapproval. A list of approved packets is available via SIBx Tools, FTNGD-OS (ADOS) Packets.

10 August 2017